



# Maine State Police Crime Laboratory

## Internships

### 1. **Scope**

The Maine State Police Crime Laboratory is committed to providing educational opportunities to qualified students through internships. This policy will outline the circumstances under which the laboratory will provide these opportunities. The laboratory will allow interns to participate in the laboratory on an as needed basis. Internships will have a defined beginning and ending date. This policy outlines how the laboratory will manage these internships. Occasionally, interns will continue to work with the laboratory on an ongoing basis. Those situations will be evaluated individually.

### 2. **Laboratory Responsibility**

- 2.1 Any laboratory employee who has a project for an intern will complete the Intern Project Report (QA-F018) which will outline the project(s) in mind, time required and goals. The Intern Project Report will be submitted to the Section Supervisor for approval. The Section Supervisor will then submit the project to the Laboratory Sergeant.
- 2.2 The Laboratory Sergeant will collect intern resumes until a suitable project has been identified. Additionally, the Laboratory Sergeant will notify the potential intern that no interns will be accepted without a project. This notification will also include information about the application process as well as automatic disqualifiers.
- 2.3 The Laboratory Sergeant will notify the potential intern(s) once a project has been identified.
- 2.4 The Laboratory Sergeant and the scientific staff involved in the project will interview suitable candidates to select the intern for the project.
- 2.5 Once selected, the intern will have a brief orientation training, which will include safety training, confidentiality training and signing the confidentiality agreement.
- 2.6 One scientist will be responsible for the intern throughout the project. This scientist will complete the Intern Project Report form to include expectations and goals. The scientist will evaluate the progress of the intern on a weekly basis. Upon completion of the internship, a completed copy of the Intern Project Report will be submitted to the intern and the Laboratory Sergeant for review.
- 2.8 The Laboratory Sergeant will complete an exit interview of the intern at the end of the scheduled internship period.
- 2.9 If the Laboratory Sergeant is not available, the Laboratory Director, or his designee, may perform the duties listed above.



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### 3. Intern Responsibility

3.1 Applicants for internships must meet the following requirements:

- Interns must be a junior or senior in a college or university and must be working towards a degree that would meet the minimum entry requirements for employment in the crime laboratory. A GPA of 3.0 or above is preferred.
- The degree should match the unit of the project.
- The candidate must be responsible, dependable and professional.
- Community service experience is encouraged.
- The candidate must be able to pass a background investigation.

3.2 The intern applicant will be automatically eliminated if he / she has engaged in any conduct that is considered an automatic disqualifier. Automatic disqualifiers include the following:

3.2.1 Have been convicted of murder or any crime classified in Maine law as a Class A, Class B, or Class C crime (i.e., any crime with a maximum term of imprisonment of one year or more), or of any substantially similar crime in another jurisdiction outside the State of Maine;

3.2.2 Have been convicted of any crime classified in Maine law as a Class D crime (i.e., any crime with a maximum possible term of imprisonment of less than one year), or of any substantially similar crime in another jurisdiction outside the State of Maine;

3.2.3 Have been convicted of any of the following provisions of the Maine Criminal Code (Title 17-A of the Maine Revised Statutes Annotated), or of any substantially similar crime in another jurisdiction outside the State of Maine:

3.2.3.1 Chapter 15, *Theft*, including, but not limited to: Theft by deception; Insurance deception; Theft by extortion; Theft of lost, mislaid or mistakenly delivered property; Theft of services; Theft by misapplication of property; Unauthorized use of property;

3.2.3.2 Chapter 19, *Falsification in Official Matters*, including, but not limited to: Perjury; False swearing; Unsworn falsification; Tampering with a witness,



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informant, juror, or victim; Falsifying physical evidence; Tampering with public records or information; Impersonating a public servant;

3.2.3.3 Chapter 25, *Bribery and Corrupt Practices*, including, but not limited to: Bribery in official and political matters; Improper influence; Improper compensation for past action; Improper gifts to public servants; Improper compensation for services; Purchase of public office; Official oppression; Misuse of information; or

3.2.3.4 Chapter 45, *Drugs*, including, but not limited to: Unlawful or Aggravated trafficking in scheduled drugs; Unlawfully furnishing scheduled drugs; Unlawful possession of scheduled drugs; Acquiring drugs by deception; Stealing drugs; Illegal marijuana activity; Illegal importation of scheduled drugs; Unlawful possession, unlawful trafficking, or unlawful furnishing of synthetic hallucinogenic drugs;

3.2.4 Have engaged in any conduct described 3.2.3.1 through 3.2.3.4, unless the conduct would reasonably constitute a *de minimis* violation.

3.2.5 Have been convicted of any crime that is a violation of any domestic abuse law of any State or Federal jurisdiction;

3.2.6 Have been convicted of operating under the influence (O.U.I.) of intoxicating liquor and/or drugs within the six (6) years preceding the date of your application;

3.2.7 Have been adjudicated as having committed a two-hundredths (0.02) violation within the six (6) years preceding the date of your application;

3.2.8 Are currently abusing drugs or alcohol; or

3.2.9 Falsify or misrepresent a material fact when you are/were interviewed during the background investigation phase of the application process and/or when you complete/completed the pre-polygraph examination questionnaire.

3.3 The intern must agree to the terms of the Confidentiality Agreement (QA-F011)

3.4 The intern must sign the Intern Waiver form (QA-F019).

3.5 Potential interns will complete the following application process:

- Submit an inquiry for an internship to include a letter of interest and resume.



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- Interview for position.
  - Submit to a background investigation, which will include answering the pre-polygraph questionnaire.
- 3.6 Once selected, interns will be supervised by the scientist responsible for the project.
- 3.7 Interns are expected to maintain professional demeanor and attire while at the laboratory.
- 3.8 Interns are granted limited access to the laboratory via magnetic key cards. The key card is maintained at the reception desk. The intern will retrieve the card at the beginning of the scheduled work day and will return the card to the reception desk at the end of the scheduled work day.
- 3.9 Interns will be evaluated for their job performance while working at the laboratory.
- 3.10 Interns will submit a summary of their experience upon completion of the project.
- 3.11 Intern positions are not paid positions. Interns have no benefits nor do they have any contractual rights. The relationship can be terminated at any time by either the Crime Laboratory or the intern for any reason. Advance notice should be given if possible.